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Position Vacancy: TEMP Commercial Assistant (TOKYO)

ANNOUNCEMENT #080

OPEN TO: All Interested Candidates
POSITION: **TEMPORARY Commercial Assistant (position number A78045)**
GRADE: *FSN-6, **FS-8 (Trainee); *FSN-7, **FS-7 (Full Performance)
OPENING DATE: May 18, 2005
CLOSING DATE: June 3, 2005
WORK HOURS: Full Time 40 hours/week
SALARY: **Not-Ordinarily Resident: FS-8 US\$27,604 p.a. (Trainee salary)
**Not-Ordinarily Resident: FS-7 US\$30,878 p.a. (Full Performance salary)
(Position Grade: FS-7 is confirmed by Washington)
*Ordinarily Resident: FSN-6 ¥5,487,739 p.a. (Trainee salary)
*Ordinarily Resident: FSN-7 ¥6,650,137 p.a. (Full Performance salary)

PLEASE NOTE:

1. Salary may vary depending on the qualifications of the successful candidate.
2. Only candidates selected for an interview will be contacted.
3. All ordinarily resident applicants must have the required residency permits to be eligible for consideration.
4. U.S. taxes are deducted for U.S. citizens and U.S. Legal Permanent Residents (green card holders).
5. The U.S. Embassy does not accept hand-delivered applications from outside the Embassy community.
Please send by post, courier, or fax. All applications postmarked by the closing date will be accepted.

THE U.S. EMBASSY IS SEEKING: a commercial assistant to provide staff support, monitoring, researching, and addressing market access and compliance issues, in the Foreign Commercial Service's Tokyo Compliance Unit. This position also serves as the administrative manager of the Unit. This is a **one-year appointment** that may be extended dependent upon management needs and funds availability.

QUALIFICATIONS REQUIRED: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item. Please see the "TIPS FOR APPLYING" page on our website for more details: <http://japan.usembassy.gov/e/info/tinfo-jobs.html>.

--- AT FULL PERFORMANCE LEVEL ---

1. Education: University degree in business, commerce, economics, or other closely related field is required.
2. Prior Work Experience: Three years progressively responsible experience in business, business consulting, business management or other fields closely related to international trade is required.
3. Language Proficiency: Level IV (Fluent) Speaking/Writing/Reading Japanese and Level III (Good Working Knowledge) Speaking/Writing/Reading English are required.
4. Knowledge: Basic understanding of the roles and responsibilities of the Tokyo Compliance Unit and Foreign Commercial Service organization, including Headquarters offices in Washington is required. Familiarity with Japan's administrative, economic, and commercial structures, as well as relevant laws and regulations and

other public policy practices affecting U.S. trade and investment in Japan is required. General understanding of economics and business issues as well as related research sources is required.

5. **Skills and Abilities:** Minimum 40 wpm typing, ability to develop and cultivate contacts with key government and business representatives, basic research and analytical skills, ability to draft routine correspondence with minimal supervision, ability to prepare intermediate level translations of articles from Japanese to English, and ability to prepare and administer unit budget are required.

--- AT TRAINEE LEVEL ---

1. **Education:** University degree in business, commerce, economics, or other closely related field is required.
2. **Prior Work Experience:** Two years experience in business, business consulting, business management or other fields closely related to international trade is required.
3. **Language Proficiency:** Level IV (Fluent) Speaking/Writing/Reading Japanese and Level III (Good Working Knowledge) Speaking/Writing/Reading English are required.
4. **Knowledge:** General understanding of economics and business issues as well as related research sources is required.
5. **Skills and Abilities:** Minimum 40 wpm typing, ability to develop and cultivate contacts with key government and business representatives, basic research and analytical skills, ability to draft routine correspondence with minimal supervision, ability to prepare intermediate level translations of articles from Japanese to English, and ability to prepare and administer unit budget are required.

ADDITIONAL SELECTION CRITERIA:

1. When equally qualified, Appointment Eligible Family Members and U.S. Veterans will be given preference.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed AEFMs are ineligible to apply within the first 90 calendar days of their employment.

APPLICATIONS MUST INCLUDE:

1. An application for U.S. Federal Employment (SF-171 or OF-612), or a current resume or curriculum vitae that provides the same information as OF-612;
2. Any other documentation (e.g., test scores, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements; and
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.

Applications are available at <http://japan.usembassy.gov/e/info/tinfo-jobs.html> or contact the Human Resources office.

SUBMIT APPLICATION TO:

Human Resources Office, ATT: Miriam Tokumasu
1-10-5, Akasaka, Minato-ku,
Tokyo 107-8420

POINT OF CONTACT:

Miriam Tokumasu
TEL: 03-3224-5642
FAX: 03-3224-5818

DEFINITIONS:

1. **EFM:** Family Members at least 18yrs. listed on the travel orders of a Foreign or Civil Service or Uniformed Service member permanently assigned to, or stationed to, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM below.
2. **AEFM:** An EFM eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) who meets all of the following criteria: 1) US citizen; 2) Spouse or dependent who is at least age 18; 3) Listed on the travel orders of a Foreign, Civil, or Uniformed Service member permanently assigned to, or stationed at, a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; 4) Is resident at the sponsoring employee's or uniformed service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and 5) Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or Uniformed Services.
3. **Member of Household:** A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are AEFMs and EFM of FS, GS, and uniform service members who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

An Equal Opportunity Employer